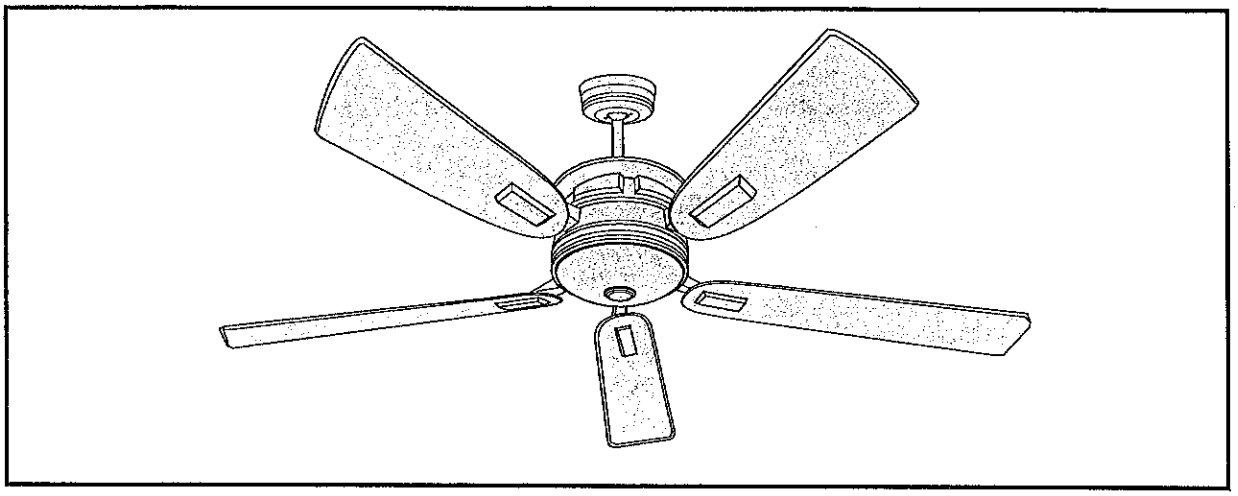
READ AND SAVE THESE INSTRUCTIONS



HIGHGROVE™

Ceiling Fan Owner's Manual

READ AND SAVE THESE INSTRUCTIONS

Safety Instructions

⚠ WARNING

TO REDUCE THE RISK OF FIRE, ELECTRICAL SHOCK, OR INJURY TO PERSONS, OBSERVE THE FOLLOWING:

a. Use this unit only in a manner intended by the manufacturer. If you have questions, contact the manufacturer.

b. Before servicing or cleaning unit, switch power off at service panel and lock service panel disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a warning device, such as a tag, to the service panel.

1. Read your owner's manual carefully and keep it for future reference.
2. Be careful of the fan and blades when cleaning, painting, or working near the fan. Always turn off the power to the ceiling fan before servicing.
3. Do not put anything into the fan blades while they are turning.
4. Do not operate reversing switch until fan blades have come to a complete stop.

Additional Safety Instructions for Installation

1. To avoid possible shock, be sure electricity is turned off at the fuse box before wiring, and do not operate fan without blades.
2. All wiring must be in accordance with the National Electrical Code "ANSI/NFPA 70-2011" and Local Electrical Codes. Use the National Electrical Code if Local Codes do not exist. The ceiling fan must be grounded as a precaution against possible electrical shock. Electrical installation should be made or approved by a licensed electrician.
3. The outlet box and joist must be securely mounted and capable of reliably supporting at least 50 pounds. Use only U.L. outlet boxes listed as "Acceptable for Fan Support of 15.9kg. (35 lbs.) or less", and use the mounting screws provided with the outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.
4. The downrod furnished with the fan provides the minimum recommended floor to fan blade clearance for an 8 foot ceiling.
5. The fan must be mounted with the fan blades at least 7 feet from the floor to prevent accidental contact with the fan blades.
6. Follow the recommended instructions for the proper method of wiring your ceiling fan. If you do not know enough about electrical wiring, have your fan installed by a licensed electrician.

WARNING: To reduce the risk of electrical shock, this fan must be installed with an isolating wall control/switch.

NOTE: This fan is suitable for use with solid-state speed controls.

WARNING: This product is designed to use only those parts supplied with this product and/or any accessories designated specifically for use this product by Emerson Electric Co. Substitution of parts or accessories not designated for use with this product by Emerson could result in personal injury or property damage.

WARNING: To reduce the risk of personal injury, do not bend the blade flange when installing the blade flanges, balancing the blades or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

NOTE: All setscrews must be checked and re-tightened where necessary before installation.

DATE CODE: _____

The date code of this fan may be found on the box, stamped in ink on a white label. You should record this data above and keep it in a safe place for future use.

Unpacking Instructions

⚠ WARNING

Do not install or use fan if any part is damaged or missing.

⚠ WARNING

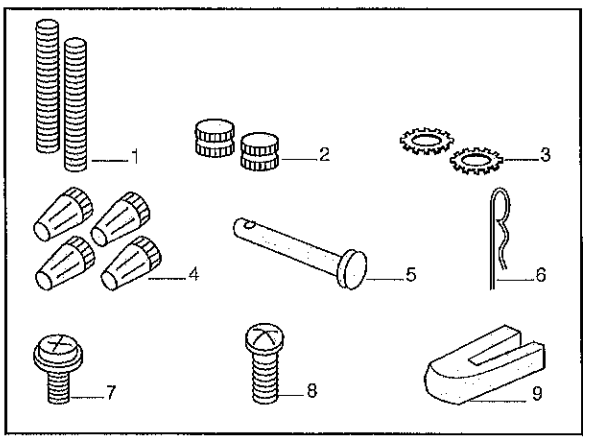
This product is designed to use only those parts supplied with this product and/or any accessories designated specifically for use with this product by Emerson Electric Co. Substitution of parts or accessories not designated for use with this product by Emerson Electric Co. could result in personal injury or property damage.

1. Check to see that you have received the following parts:

NOTE: If you are uncertain of part description, refer to exploded view illustration.

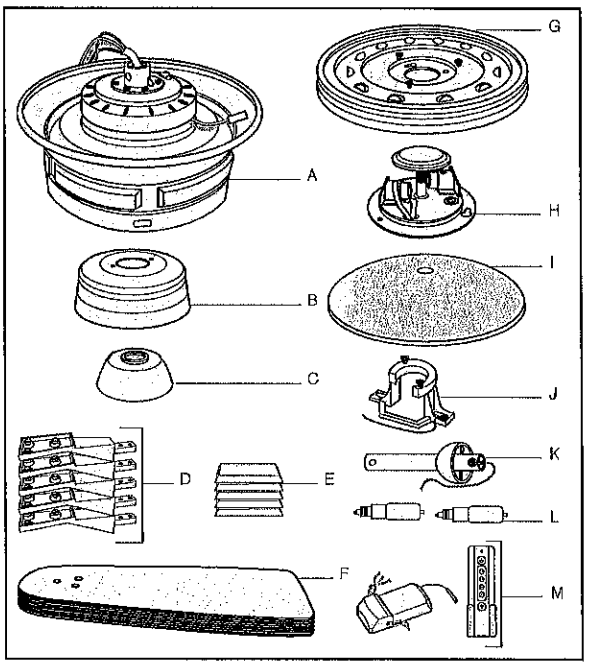
HARDWARE CONTENTS

Part	Description	Quantity
1	Threaded Studs, #8-32 x 1-1/4"	2
2	Knurled Knobs, #8-32	2
3	Lockwashers, External Tooth #8	2
4	Wire Connectors, 12 ga.	4
5	Clevis Pin	1
6	Hairpin Clip	1
7	#10-32 x 7/16" Washer Head Blade Screws	16
8	1/4 x 9/16" Round Head Lock Tie Flange Screws	11
9	Blade Balance Kit	1



PACKAGE CONTENTS

Part	Description	Quantity
A	Fan Motor Assembly	1
B	Ceiling Canopy	1
C	Coupler Cover	1
D	Blade Flanges	5
E	Fan Blades	5
F	Blade Medallions	5
G	Lower Housing	1
H	Light Kit Assembly/Finial Nut	1
I	Lower Glass	1
J	Hanger Bracket	1
K	Hanger Ball/4.5" Downrod Assembly	1
L	50-Watt Mini Candelabra Halogen Light Bulbs	2
M	Receiver & 4-Speed Hand Control	1



NOTE: Place the parts from the loose parts bags in a small container to keep them from being lost. If any parts are missing, contact your local retailer or catalog outlet for replacement before proceeding.

2. Remove the fan assembly from the protective plastic bag. Place the fan assembly into the upper foam pad with the top of the motor facing up.

   The upper foam pad serves as a holder for the fan during the first stages of assembly.

This Manual Is Designed to Make it as Easy as Possible for You to Assemble, Install, Operate and Maintain Your Ceiling Fan

Tools Needed for Assembly

One Phillips head screwdriver
One 1/4" blade screwdriver
One stepladder
One wire stripper

Materials

Wiring outlet box and box connectors must be of type required by the local code. The minimum wire would be a 3-conductor (2-wire with ground) of following size:

Installed Wire Length	Wire Size A.W.G.
Up to 50 ft.	14
50-100 ft.	12

⚠ WARNING

Before assembly your ceiling fan, refer to section on proper method of wiring your fan (page 10). If you feel you do not have enough wiring knowledge or experience, have your fan installed by a licensed electrician.

Ceiling Fan Assembly

⚠ WARNING

Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring. All wiring must be in accordance with National and Local codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.

1. Remove the hanger ball by loosening the setscrew in the hanger ball until the ball falls freely down the downrod (Figure 1). Remove the pin from the downrod, then remove the hanger ball. Retain the pin and hanger ball for reinstallation in Step 5.
2. Loosen setscrew in motor coupling if necessary. Separate, untwist and unkink the four 80" motor leads. Route the motor lead wires through the downrod. Align the clevis pin holes in the downrod with the holes in the motor coupling. Install the clevis pin and secure with the hairpin clip (Figure 2). The clevis pin must go through the holes in the motor coupling and the holes in the downrod. Be sure to push the straight leg of the hairpin clip through the hole near the end of the clevis pin until the curved portion of the hairpin clip snaps around the clevis pin. The hairpin clip must be properly installed to prevent the clevis pin from working loose. Pull on the downrod to make sure the clevis pin is properly installed.

⚠ WARNING

It is critical that the clevis pin in the motor coupler is properly installed and the setscrew securely tightened. Failure to verify that the pin and setscrew are properly installed could result in the fan falling.

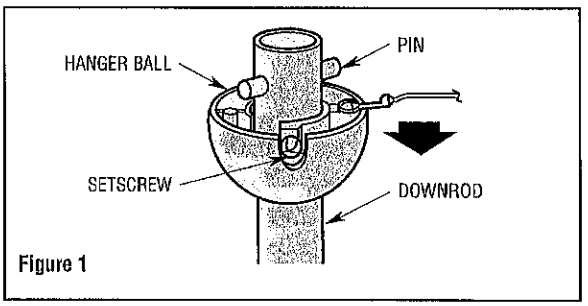


Figure 1

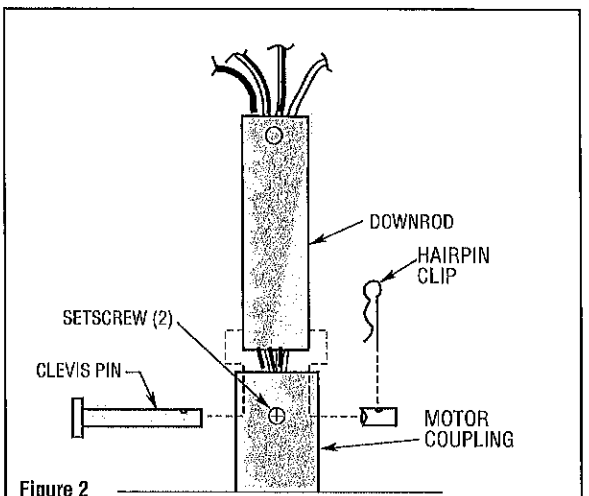


Figure 2

Ceiling Fan Assembly (continued)

3. While pulling up on the downrod, securely tighten the two setscrews in the motor coupling (Figure 2).

NOTE: The setscrews must be properly installed as described above, or fan wobble could result.

⚠ WARNING

It is critical that the pin in the hanger ball is properly installed and the setscrew securely tightened. Failure to verify that the pin and setscrew are properly installed could result in the fan falling.

4. Make sure the grommet is properly installed in the coupling cover then slide the coupling cover on the downrod until it rests on the motor housing (Figure 3).

5. Place the ceiling cover over the downrod. Be sure both the ceiling cover and the coupler cover are oriented correctly (Figure 4).

6. Reinstall the hanger ball (Figure 4) on the downrod as follows. Route the motor leads through the downrod. Position the pin through the two holes in the downrod and align the ball so the pin is captured in the groove in the top of the hanger ball. Pull the hanger ball up tight against the pin and securely tighten the setscrew in the hanger ball. A loose setscrew could create fan wobble.

7. The fan comes with blue, yellow, black and white leads that are 80" long. Before installing fan, measure up approx-imately 6 to 9-inches above top of hanger ball/downrod assembly. Cut off excess leads and strip back insulation 1/2-inch from end of leads.

8. Turn fan motor assembly upside down in preparation for mounting fan blades. Position the top and bottom halves of the styrofoam packaging on end, with solid styrofoam facing outward. Set side-by-side on the floor with a six to eight-inch gap between the halves (Figure 5). Carefully place the partially assembled ceiling fan on the styrofoam halves, with the hanger ball/downrod assembly positioned in the gap and the fan motor assembly resting on top of the styrofoam ends.

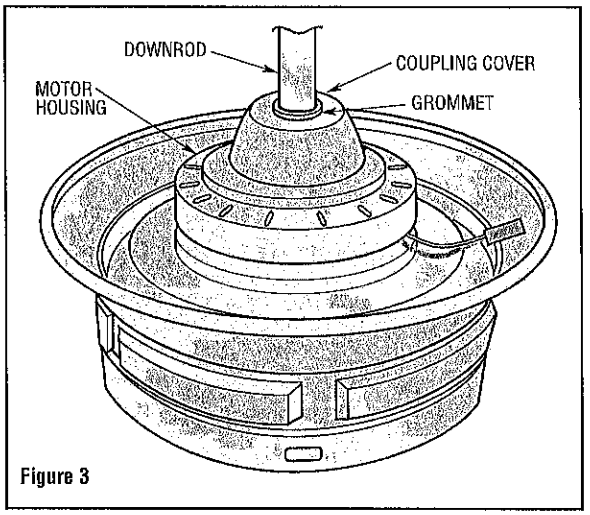


Figure 3

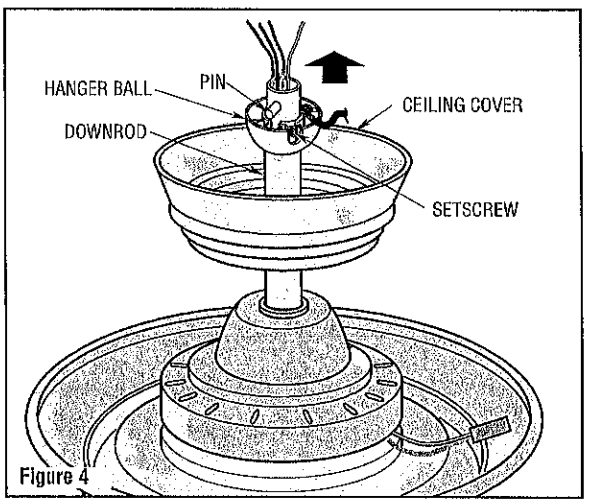


Figure 4

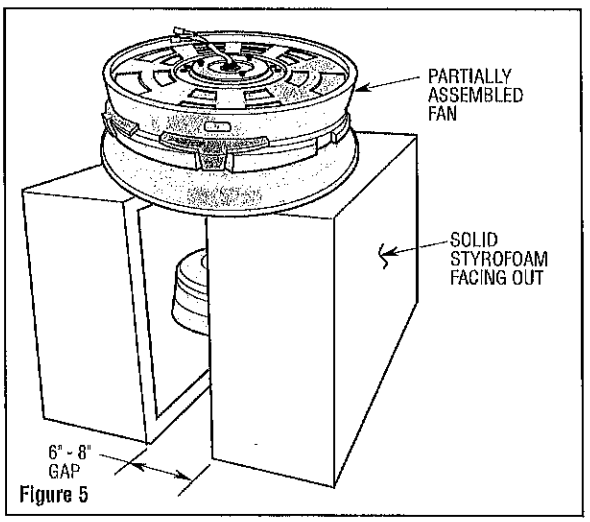


Figure 5

Ceiling Fan Assembly (continued)

9. Remove and discard the four rubber shipping retainers securing the motor hub in the motor housing assembly (Figure 6).
10. Position one blade medallion onto the blade. Place the blade flange to the other side of the blade to secure the medallion and blade to the flange. Mount the medallion, fan blade, and blade flange using the three #10-32 x 7/16" washer head blade screws (Figure 7).
11. Slide the blade assembly into the housing slot. Attach the blade assembly using two 1/4" x 9/16" round head lock tie flange screws. Attach the remaining four blades (Figure 8).

NOTE: Take care not to scratch fan housing when installing blades.

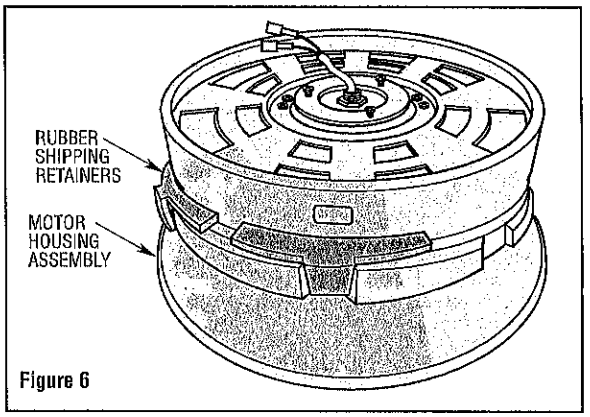


Figure 6

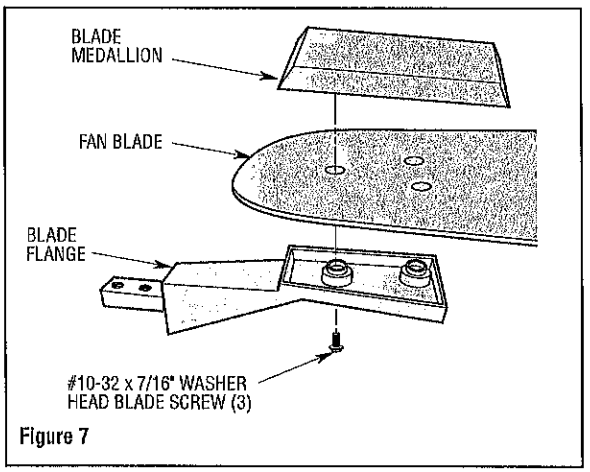


Figure 7

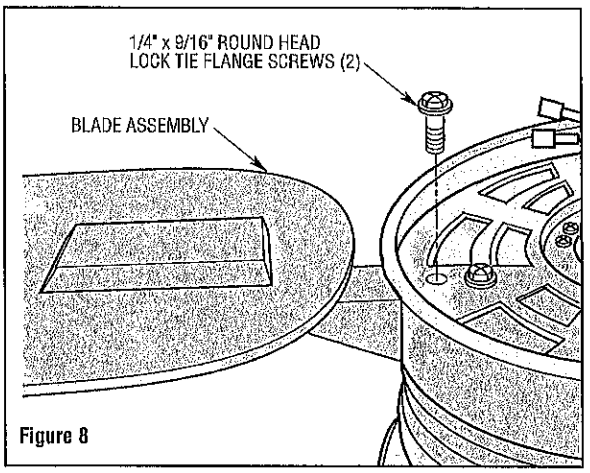


Figure 8

Ceiling Fan Assembly (continued)

11. Remove one #8-32 x 3/8" serrated head screw from the fan motor housing (reserve for later use). Loosen the other two screws to assemble the lower housing to the fan motor housing (Figure 9).

12. Position the lower housing onto the fan motor assembly, aligning each of the the three holes. Attach the lower housing to the fan motor assembly using the three #8-32 x 3/8" serrated head screws. Rotate the lower housing to securely tighten by engaging the screws in the two key hole slots (Figure 9).

NOTE: Make sure wires are not pinched between fan motor assembly and lower housing.

13. Attach the white wire connector from the ceiling fan to the white wire connector of the light kit assembly (Figure 10). Connect the black wire connector from the ceiling fan to the black wire connector of the light kit assembly.

14. Remove one of the one of the three screws in the lower housing and loosen the remaining two screws (Figure 11).

NOTE: Make sure all wires and connector are tucked under the light kit assembly and not pinched between light kit assembly and lower housing.

15. Position the light kit assembly onto the lower housing, aligning each of the the three holes. Attach the light kit assembly to the lower housing, using three #8-32 x 3/8" serrated head screws. Rotate the light kit assembly to securely tighten by engaging the screws in the two key hole slots (Figure 11).

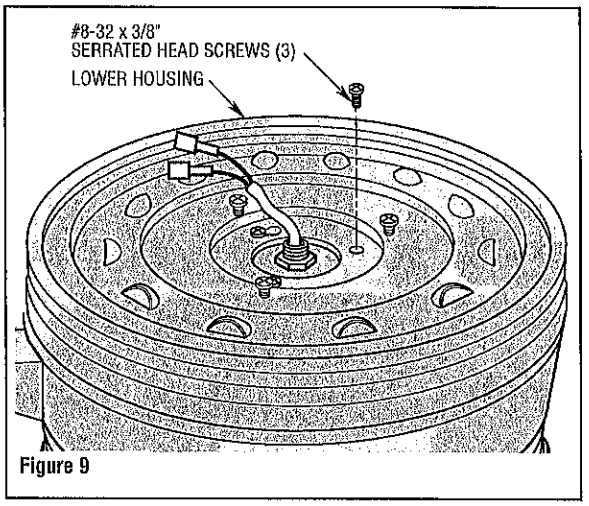
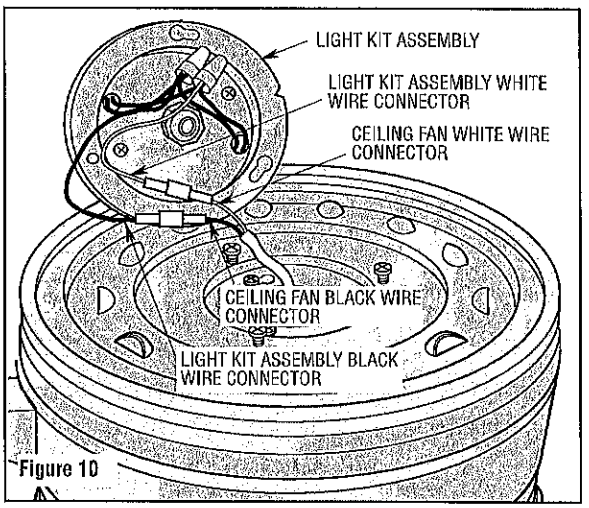


Figure 9


LIGHT KIT ASSEMBLY
LIGHT KIT ASSEMBLY WHITE WIRE CONNECTOR
CEILING FAN WHITE WIRE CONNECTOR
CEILING FAN BLACK WIRE CONNECTOR
LIGHT KIT ASSEMBLY BLACK WIRE CONNECTOR
Figure 10

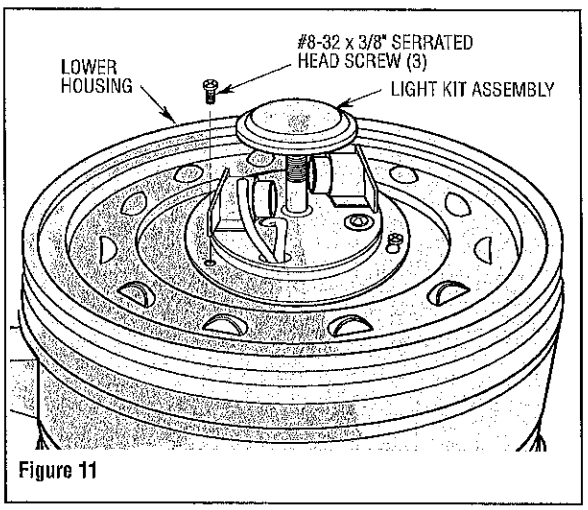


Figure 11

Electrical Requirements

Your new ceiling fan will require a grounded electrical supply line of 120 volts AC, 60 Hz, 15 amp circuit.

⚠ WARNING

To reduce the risk of fire, electric shock, or personal injury, mount fan to outlet box marked "Acceptable for Fan Support of 15.9kg. (35 lbs.) or less", and use screws supplied with outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.

The outlet box must be securely anchored and capable of withstanding a load of at least 50 pounds.

If your fan is to replace an existing ceiling light fixture, turn electricity off at the main fuse box at this time and remove the existing light fixture.

⚠ WARNING

To avoid fire or shock, follow all wiring instructions carefully.

Any electrical work not described in these instructions should be done or approved by a licensed electrician.

How to Hang Your Ceiling Fan

⚠ WARNING

Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring. All wiring must be in accordance with National and Local codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.

CAUTION: To reduce the risk of electrical shock, disconnect the electrical supply circuit before installing the fan, light kit or receiver.

⚠ WARNING

The fan must be hung with at least 7' of clearance from floor to blades (Figure 12).

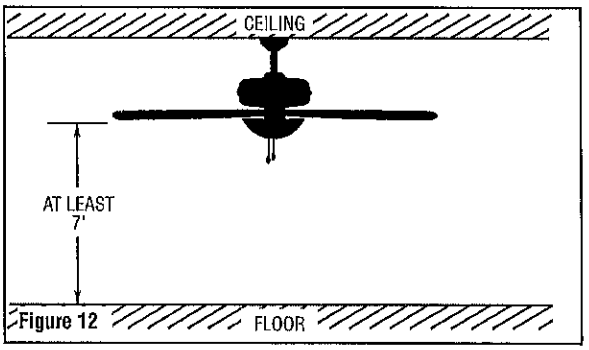


Figure 12

⚠ WARNING

The outlet box and joist must be securely mounted and capable of supporting at least 50 lbs. Use only a U.L. outlet box listed as "Acceptable for Fan Support of 15.9kg. (35 lbs.) or less".

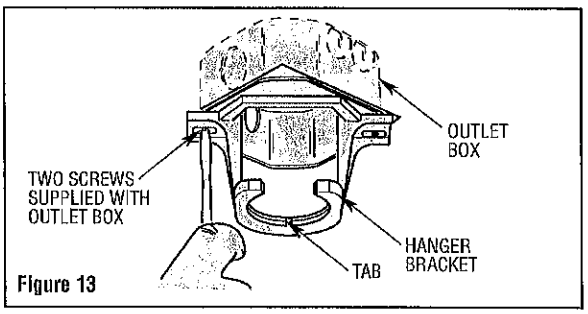
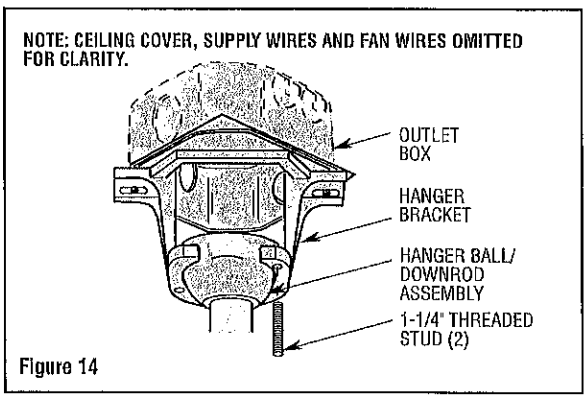


Figure 13

⚠ WARNING

To reduce the risk of fire, electric shock, or personal injury, mount fan to outlet box marked "Acceptable for Fan Support of 15.9kg. (35 lbs.) or less", and use screws supplied with outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.


NOTE: CEILING COVER, SUPPLY WIRES AND FAN WIRES OMITTED FOR CLARITY.
OUTLET BOX
HANGER BRACKET
HANGER BALL/ DOWNROD ASSEMBLY
1-1/4" THREADED STUD (2)
Figure 14

How to Hang Your Ceiling Fan (continued)

1. Disconnect electrical power to the branch circuit at the circuit breaker or fuse box before attempting to install the ceiling fan wall control into the outlet box.
2. Securely attach the hanger bracket to the outlet box using the two screws supplied with the outlet box. (Figure 13.)
3. Carefully lift the fan and seat the hanger ball/downrod assembly on the hanger bracket that was just attached to the outlet box (Figure 13). Be sure the groove in the ball is lined up with tab on the hanger bracket (Figure 14).

⚠ WARNING

Hanger bracket must seat firmly against outlet box. If the outlet box is recessed, remove wall board until bracket contacts box. If bracket and/or outlet box are not securely attached, the fan could wobble or fall.

⚠ WARNING

Failure to seat tab in groove could cause damage to electrical wires and possible shock or fire hazard.

⚠ WARNING

To avoid possible fire or shock, do not pinch wires between the hanger ball/downrod assembly and hanger bracket.

How to Wire Your Ceiling Fan

If you feel that you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.

⚠ WARNING

Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring. All wiring must be in accordance with National and Local codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.

1. Disconnect electrical power to the branch circuit at the circuit breaker or fuse box before attempting to install the ceiling fan wall control into the outlet box.

CAUTION: To reduce the risk of electrical shock, disconnect the electrical supply circuit before installing the fan, light kit or receiver.

2. Position the supply wires to the left side of the outlet box (Figure 15); position the fan wires to the right side. Partially insert the remote control receiver (flat side up) until one end rests on the hanger ball as shown in Figure 15.

NOTE: Make all wiring connections using wire connectors (supplied). Make sure that all connections are tight, including ground, and that no bare wire is visible at the wire connectors, except for the ground wire.

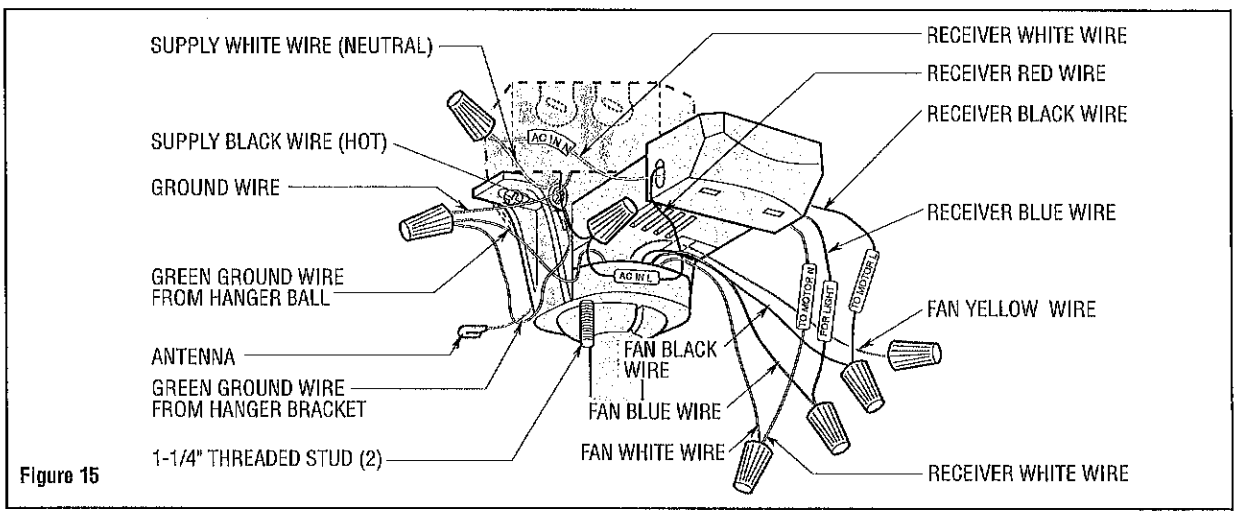


Figure 15

How to Wire Your Ceiling Fan (continued)

3. Refer to Figure 15 and 16 and connect the receiver wires to the supply wires and the fan motor wires as follows:

a. Securely connect the green grounding wires from the hanger ball and the hanger bracket to the supply grounding conductor (this may be a bare wire or a wire with green insulation).

b. Securely connect the supply white (neutral) wire to the receiver white (AC IN N) wire.

c. Securely connect the supply black wire (hot) wire to the receiver black (AC IN L) wire.

d. Securely connect the fan motor white wire to the receiver white (TO MOTOR N) wire.

e. Securely connect the fan motor black wire to the receiver red (TO MOTOR L) wire.

f. Securely connect the fan motor blue and yellow wires to the receiver blue (FOR LIGHT) wire.

g. If installing the optional accessory AL100 accent light, follow the AL100 installation instructions.

⚠ WARNING

Check to see that all connections are tight, including ground, and that no bare wire is visible at the wire connectors, except for the ground wire. Do not operate fan until blades are in place. Noise and fan damage could result.

4. Push the wires and connectors up into the outlet box while inserting the receiver fully into the hanger bracket. Position the antenna wire on top of the receiver.

5. Screw the two threaded studs (supplied) into the tapped holes in the hanger bracket.

6. Lift the ceiling cover up to the threaded studs and turn until studs protrude through the holes in the ceiling cover (Figure 17).

7. Secure the ceiling cover in place by sliding lockwashers over the threaded studs and installing the two knurled knobs (supplied). (Figure 17). Tighten the knurled knobs securely until the ceiling cover fits snugly against the ceiling and the hole in the ceiling canopy is clear of the downrod. Your fan is now wired to be turned on and off from the wall switch.

⚠ WARNING

To avoid possible fire or shock, make sure that the electrical wires are completely inside the outlet box and not pinched between the ceiling cover and the ceiling.

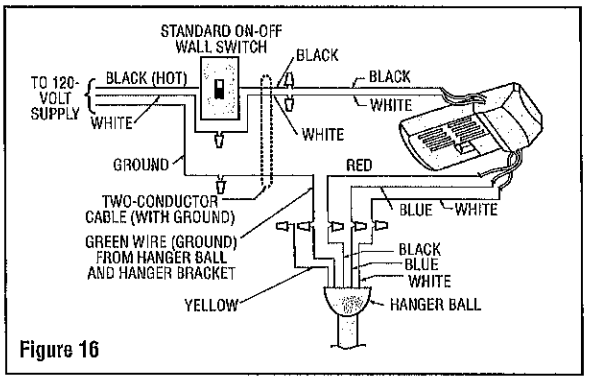


Figure 16

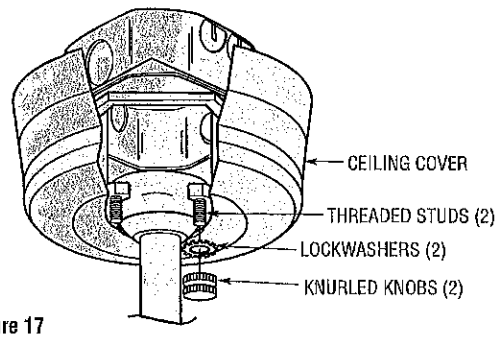


Figure 17

Installation of Lower Light Glass

1. Screw two 50-watt (maximum) halogen mini candelabra base bulbs into the light kit assembly sockets (Figure 18).
2. Unscrew the finial nut from the light kit assembly threaded nipple (Figure 18).
3. Position the glass shade over the threaded nipple on the light kit assembly.
4. Reinstall the finial nut onto the threaded nipple.

NOTE: Periodically check that the glass bowl is seated correctly in the light kit assembly and the finial nut is securely fastened.

5. Assembly of the ceiling fan is now complete. Restore electrical power to the branch circuit at the fuse box or breaker panel.

⚠ WARNING

Turn off the lower light kit and allow the bulbs to cool for 10 minutes before relamping.

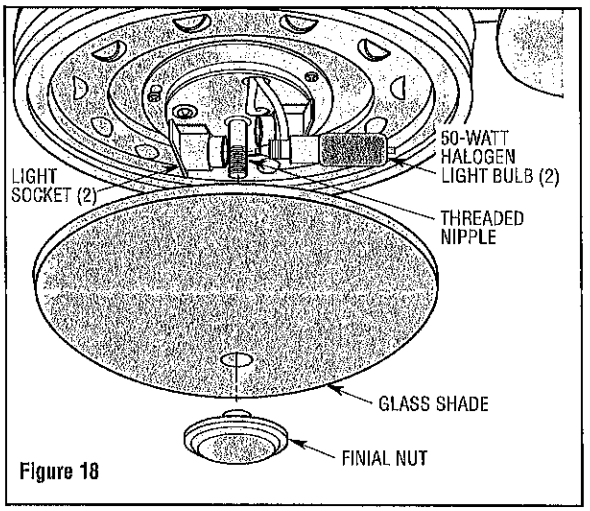


Figure 18

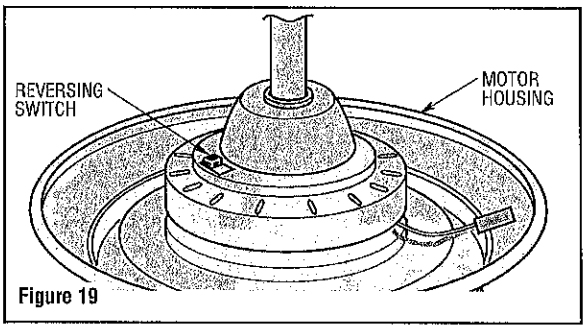


Figure 19

Remote Control Procedures

General

Your Emerson Ceiling Fan/Light Remote Control consists of hand-held transmitter and a receiver which is mounted under the fan ceiling cover. The remote control is designed to separately control your ceiling fan speed and light intensity. There are four push buttons (·, ··, ···, ····) to set the fan speed and turn the fan off. The light (💡) push button turns the light on and off and controls the light intensity. The blue indicator light will illuminate while any button is pressed, indicating that the battery is good.

The remote control transmitter is powered by two AAA alkaline batteries (not included). To prevent possible damage if the batteries should leak, be sure to remove the batteries when the control is not to be used for an extended period of time.

Code switches in the transmitter may be set in 32 different positions. If your fan and light go on and off without using your control, you may be getting interference from other remote units such as garage door openers, car alarms or security systems. To remedy this situations, simply change the combination code in your transmitter.

Preset Memory Feature

Your Emerson receiver is equipped with a preset memory feature. If the AC supply to the receiver is powered through a wall switch, when the switch is turned OFF, the control will remember the light intensity and fan speed. When the switch is turned back ON the light and fan will resume operation as they we re prior to the switch being turned OFF.

Installation of Battery

1. Remove the battery cover by pressing firmly below the arrow and sliding the cover off the control (Figure 20).
2. Remove the connector from the battery compartment and install two AAA alkaline batteries.

Setting Operating Frequency of Transmitter

Your remote control transmitter has code switches which must be set in one of 32 possible code combinations. The five levers (numbered 1, 2, 3, 4, and 5) on the switches are factory-set in the ON (up) position. Do not use this setting. Change the switch settings as follows:

1. Slide the five switch levers in the remote control (transmitter) to your choice of ON (up) or down positions. Use a ball-point pen or small screwdriver and slide the levers firmly up or down.
2. The sixth switch marked ON and I is for dimming control of lights: Set switch to ON to allow for dimming of the lights. Set switch to I for no dimming of the lights such as for fluorescent bulbs.
3. Reinstall the transmitter battery cover.

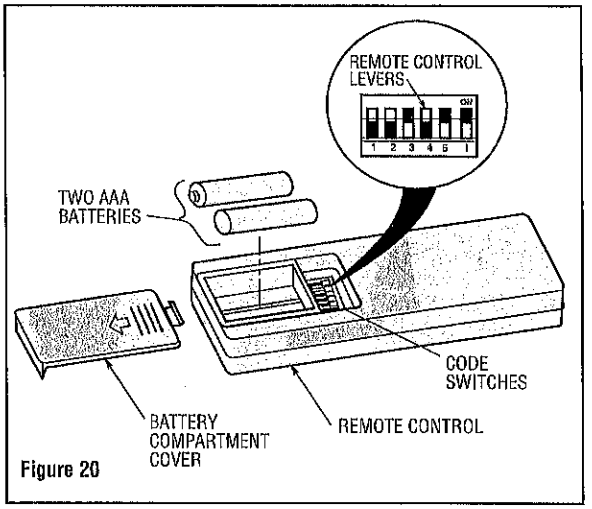


Figure 20

Programming The Receiver

1. Restore electrical power to the branch circuit at the circuit breaker or fuse panel.
2. Turn the wall switch "On".
3. Within 1 minute of restoring electricity, push and hold the "Off" (⏻) button for 3-5 seconds to program the receiver with the transmitter code. If turned on, the fans lights will blink when the code is set.
4. Proceed to the next section to learn how to operate your ceiling fan.

Using Your Ceiling Fan

IMPORTANT

Fan Installation must be completed, including the installation of the fan blades, before testing of the remote control.

Your remote control has full control of your fan and light (Figure 21).

1. To set the desired fan speed, press one of the four buttons (•, ••, •••, ••••) to operate your fan from low to high speeds.
2. To turn the downlight on, press and release the (Ⓖ) button. The light will turn on at the light intensity previously selected.
3. To vary the intensity of the light, hold the (Ⓖ) button down until the desired light intensity is reached, then release the button.

Note: When turning the light on, light will turn on at the light intensity previously selected.

4. If airflow is desired in the opposite direction, turn the fan off and wait for the blades to stop turning. Then slide the reversing switch, located on top of the fan motor assembly, to the opposite position (Figure 19) and turn the fan on again. The blades will turn in the opposite direction and reverse the airflow.

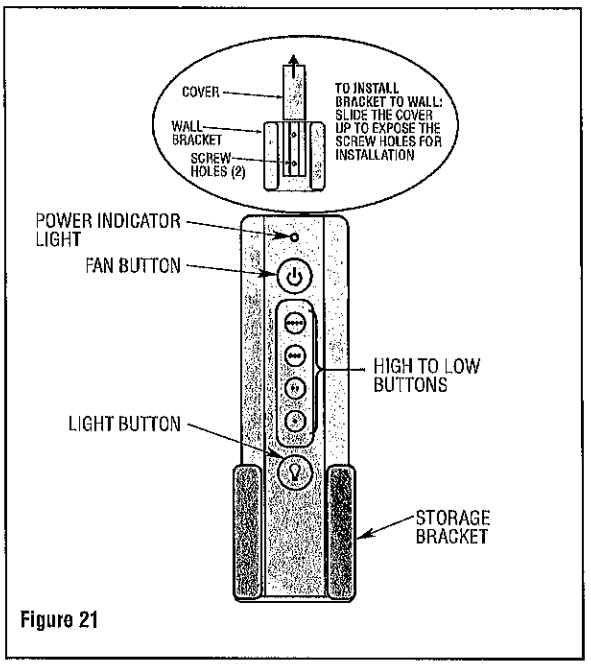


Figure 21

Installation of Storage Bracket

A storage bracket is provided for holding your remote control when not in use (Figure 21). If you desire to use the bracket. Install it on a wall that is away from excess heat or humidity.